




Republic of the Philippines  
Department of Agriculture  
**AGRICULTURAL TRAINING INSTITUTE**

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**MEMORANDUM**

Ref. No. M2D-02-180

TO : **TRAINING CENTER DIRECTORS**  
Cordillera Administrative Region, Regions I, II, III, CALABARZON,  
MIMAROPA, V, VI, VII, VIII, IX, X, XI, XII, and XIII

FROM :   
**ALFREDO S. ATON, MPS-DM**  
Director IV

DATE : **JULY 27, 2020**

SUBJECT : **AMENDMENT AND SUPPLEMENT TO THE "GUIDELINES FOR  
THE PROVISION OF SUPPORT FOR THE ENHANCEMENT OF  
FARMERS' INFORMATION AND TECHNOLOGY SERVICES  
CENTERS UNDER THE RICE COMPETITIVENESS  
ENHANCEMENT FUND"**

With the existing quarantine and preventive protocols against COVID-19, the Agricultural Training Institute (ATI) continues to observe different measures to ensure the safety of its employees and its partners in the public and private sectors. Taking these into consideration, the following amendments are hereby made to the "Guidelines for the Provision of Support for the Enhancement of Farmers' Information and Technology Services (FITS) Centers under the Rice Competitiveness Enhancement Fund (RCEF)" issued through M20-02-80 dated February 24, 2020. This is to ensure the smooth implementation of the project despite the restrictions in logistics and other related aspects in the regions.

**I. Amendment to the Existing Guidelines**

1. Under (D) Funding Utilization

Aside from the in-kind mode of provision of support to the proponent FITS Centers, **fund download/transfer** is also encouraged, subject to the usual accounting rules and regulations. The proper and timely liquidation of these funds should be made to the ATI-Regional Training Center (RTC) and this can be included as a clause in the Letter of Agreement (LOA). The RTC shall also regularly monitor the utilization of the funds based on the existing guidelines.

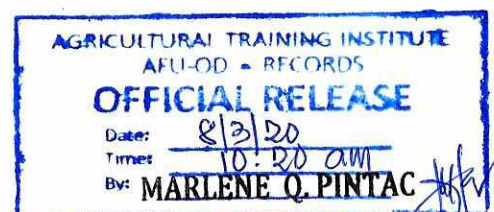
2. Under (F) Requirements for Submission

In light of the travel restrictions across the country, the conduct of field validation of the proponent FITS Kiosks by the ATI-RTC may be waived, until further notice. This may be replaced with request for photos of the proposed FITS Kiosk sites or through other secondary sources such as interview with the City/Municipal Agriculturist or the Agriculture Extension Worker/Sangguniang Bayan Chair on Agriculture or other relevant sources. A desk review of the submitted documentary requirements—such as the letter of intent, letter of endorsement, and checklists validating the minimum resource requirements—should, likewise, be done prior to the approval of the Center Director.



ATI-GL/ISO-10X Rev. 00 Date Recd: 8/3/20

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### 3. Under (G) Monitoring Mechanism

To facilitate the monitoring of the accomplishments of the FITS Kiosks, the ATI-RTC also has the option to request for the submission of the reports from the FITS Centers quarterly instead of monthly. Any adjustment in the frequency of reporting shall be reflected in the LOA, as well.

Likewise, the ATI-RTC is encouraged to promote the use of the FITS Information System ([www.e-extension.gov.ph/fitsnew/index.php](http://www.e-extension.gov.ph/fitsnew/index.php)) among the FITS Centers to record the client's access to their services related to RCEF.

#### Other amendments:

- In the LOA, the ATI-RTCs may include the barangay councilor who heads the local agriculture committee among the signatories.
- The size of the FITS Kiosk signage may be adjusted into slightly reduced dimensions, depending on the available space. The maximum size remains to be 8 feet (w) by 4 feet (h) and should be placed in a conspicuous location.
- The allotment of Php25,000 budget for the establishment of each FITS Kiosk shall be used to prioritize the creation of a physical kiosk for the display of information, education, and communication (IEC) materials intended for rice farmers. Hence, the dissemination of these IEC materials shall remain part of the responsibilities of the FITS Kiosk as indicated in the LOA. However, the repackaging and/or reproduction of IEC materials may be removed among the terms and conditions in the LOA as the funding may not be able to cover the necessary tools and materials for such.

## II. Supplemental Guidelines

Meanwhile, to expand the coverage of this project and to ensure that farmers can easily access RCEF-related services in their communities/barangays, the following supplemental guidelines are hereby introduced:

1. The inclusion of ATI-certified Learning Site for Agriculture (LSA)/School for Practical Agriculture (SPA)/Extension Service Provider (ESP) as part of the targeted five (5) FITS Kiosk sites may be done, guided by the following measures:

- The LSA/SPA/ESP with rice-based farming systems should be prioritized. The selection of the LSA/SPA/ESP shall be done through the Municipal/City FITS Center and shall be coordinated with the concerned barangay local government unit (LGU).
- The transfer of the funds or of the materials and supplies can be directed to the LSA/SPA/ESP or done through the Municipal/City FITS Center, whichever is applicable and still in accordance with the usual accounting rules and regulations.
- The necessary documents for this purpose shall also be prepared by the ATI-RTC. The LSA/SPA/ESP co-operator may be included as a signatory in the LOA with the Municipal/City FITS Center, or a separate LOA supplementing the ATI's existing agreement with the LSA/SPA/ESP may be executed by the RTC, whichever is applicable.

2. The RTCs are encouraged to maximize the partnership with the Philippine Rice Research Institute (PhilRice) in terms of access to knowledge products and information archive. Offline and digital copies of rice-related knowledge products produced by PhilRice may be accessed through their branch stations and the regional information offices of the Department of Agriculture.



Apart from all these provisions, the RTCs are also encouraged to regularly promote the services of the FITS Centers and FITS Kiosks for the farmers, fishers, and other clientele through social media and other platforms.

For questions and other concerns, please contact Erika Vizcarra of the Information Services Division at (02) 8929-8541 local 258 or through email at [technogabayprogram@ati.da.gov.ph](mailto:technogabayprogram@ati.da.gov.ph).

For your guidance.

ASA/RPM/AJA/YCAP/EZV/ezv